

The CATE Lab
120 Porter Building, Monday – Friday 9 a.m. to 5 p.m.
Email: cate_lab@emich.edu Phone: 734-487-1419

The Last Day to Submit Forms for Winter 2019 is April 5

→ TO BE COMPLETED BY STUDENT

Name: _____ EID: _____

Course Name and Number: _____

All exam, quiz, or test requests should be submitted **5 business days** prior to test date, except midterms and finals which should be submitted **10 business days** prior to exams

Return completed form to 120 Porter Cate Lab by student or email form to cate_lab@emich.edu

**** Please notify the Cate Lab if you aren't able to attend your appointments or need to reschedule ****

ACCOMMODATIONS

Environment

___ Extended Time
___ 50% ___ 100%
___ Reduced Distraction
___ Private Room
___ Other: _____

Alternative Format

Audio (Choose One):
___ JAWS
___ Screen Reader
___ Human Reader

Other:
___ Braille
___ Large Print
Size: _____
___ Scribe-human

Assistive Technology/Equipment

___ Flash drive
___ Dragon
___ Computer
___ Calculator
___ CCTV

→ TO BE COMPLETED BY INSTRUCTOR

Name: _____ E-Mail: _____@emich.edu

Phone #: _____ Office Location: _____

How will the tests be delivered to Cate Lab? E-Mail ☐ Instructor Delivery ☐

How will the tests be returned to you?

Scanned and Emailed ☐ Instructor Pick Up ☐ Instructor Mailbox (within 48 hours) ☐

What is the standard exam time for this test?

30 min ☐ 50 min ☐ 75 min ☐ 90 min ☐ Other: _____

Date of Test	Day of Test	Time Test Begins		Date of Test	Day of Test	Time Test Begins

Approximately 3 business days before each exam, the Cate Lab will email instructors a reminder about exams and will require that you indicate allowable materials for respective exams.

Special Notes: _____